

Capitol Complex Conference Room Directory



April 2025

m MANAGEMENT
AND BUDGET

Capitol Complex Conference Room Directory

The Capitol Complex Conference Room Directory was created to aid in the scheduling of shared conference rooms among state agencies, with the majority of those in the Capitol Complex. We have compiled information from 19 buildings and over 17 departments with the cooperation of many employees. We hope that it is helpful to you.

In this directory you will find an alphabetical listing of the buildings in the Capitol Complex and downtown St. Paul. The Capitol Complex building listing has descriptions of available conference rooms, and lists the capacity, equipment, and contact person for each.

If you have any changes (e.g., contact people, phone numbers, equipment), please contact **Minnesota Management and Budget** at (651) 201-8000.

Administration Building

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
1st Floor				
116B	40	Facilities Management	651-201-2300	<ul style="list-style-type: none">• Smart board with dedicated computer and lectern• Conference phone
116C	30	Facilities Management	651-201-2300	<ul style="list-style-type: none">• Smart board with dedicated computer and lectern• Conference phone

Armory

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Gymnasium		Master Sergeant Nathan Pauly	651-268-8857	<ul style="list-style-type: none">• Call for details

Centennial Office Building

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Ground Floor				
Prairie Clover	15	Sarah Robinson	sarah.robinson@house.mn.gov	<ul style="list-style-type: none">• Whiteboard• Ceiling Projector• Surface hub• PC/laptop monitor• Keyboard and mouse• Suitable for training/presentations
Columbine	25	Roxanne LaPlante	651-201-8080	<ul style="list-style-type: none">• Teams equipment

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Blazing Star	30-45	Sarah Robinson	sarah.robinson@house.mn.gov	<ul style="list-style-type: none"> • In wall projector (with remote) • Laser pointer • Computer • Overhead microphones • Two TVs • Auxiliary camera • Web camera • Podium with microphone • Whiteboard with easel
Ladyslipper	40	Facilities Management - Administration	651-201-2300	<ul style="list-style-type: none"> • 86" display monitor in front of room • Ceiling mounted microphones for the seating area • Ceiling mounted speakers • Conference phone • Dedicated computer with large wall mounted monitor • Presenter microphone • Touch control panel • Touch screen monitor at the lectern • Wall mounted speakers • Wall mounted video camera • Neck loop and head worn assisting listening devices
3rd Floor				
Superior		Sarah Robinson	sarah.robinson@house.mn.gov	<ul style="list-style-type: none"> • Whiteboard • Ceiling Projector
Phalen		Sarah Robinson	sarah.robinson@house.mn.gov	<ul style="list-style-type: none"> • Whiteboard • Ceiling Projector
4th Floor (MMB)				
Cedar	12	MMB Front Desk	651-201-8000	<ul style="list-style-type: none"> • Teams equipment • Mouse and keyboard 651-201-6914
Executive	12	MMB Front Desk	651-201-8000	MMB USE ONLY
Ed Ziegler	35	MMB Front Desk	651-201-8000	<ul style="list-style-type: none"> • Internet whiteboard • Cisco equipment • Mouse and keyboard • 651-201-6913
John Ludwig	12	MMB Front Desk	651-201-8000	<ul style="list-style-type: none"> • Internet whiteboard • Ceiling projector • Conference phone • Mouse and keyboard 651-201-6914

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Northwoods	12	MMB Front Desk	651-201-8000	<ul style="list-style-type: none"> • Whiteboard • Ceiling Projector • Keyboard and mouse 651-201-8137
Capitol View	12	MMB Front Desk	651-201-8000	<ul style="list-style-type: none"> • Whiteboard • Ceiling Projector • Keyboard and mouse 651-201-8133

Commerce

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Cedar	8	Naomi Potts	651-539-1510	• Hybrid meeting capabilities
Grand	8	Naomi Potts	651-539-1510	• Hybrid meeting capabilities
Snelling	6	Naomi Potts	651-539-1510	• None
Summit	28	Naomi Potts	651-539-1510	• Hybrid meeting capabilities

Visitors should send a request to schedule a conference room to our Front Desk email account (Front.Desk.COMM@state.mn.us). All these conference rooms are located in a secure area on the 5th floor of the Golden Rule Building.

Fleming Field Airport (\$90 Per Day)

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Captain James T. Hancock	50	Andrew Wall, Airport Manager	651-554-3350	<ul style="list-style-type: none"> • Internet • Projector • Whiteboard

Freeman Building

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
B144	60	Freeman Receptionist	651-201-5000 or health.olfreserve@state.mn.us	• Video Conferencing.
B145	60	Freeman Receptionist	651-201-5000 or health.olfreserve@state.mn.us	• Video Conferencing.

Rooms B144 and 145 can be combined to make space enough for 100 people. Call Daren Mossman for training at 651-201-4491.

Hiway Federal Credit Union Administration Office

On hold while merger with Spire is underway.

Judicial Center

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Ground Floor				
G01	37	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Podium • Projector • Screen

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
GO2	8	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Conference calling through Polycon phone • Video monitor • 4 ClickShare buttons
G31	22-40	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Zoom Teams • Conference line • Conference calling through Cresten panel • Video Monitor • Video projector • 4 ClickShare buttons • 8 tabletop microphones • 2 Meeting Owl Pros
G03	8	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Conference calling through Polycon phone • Video monitor • 4 ClickShare buttons
G04	10	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Zoom Teams • Conference Line • Conference calling through Polycon phone • Video monitor • ClickShare buttons • Logitech Rally Bar
G05	14	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Conference calling through Polycon phone • Video monitor • 4 ClickShare buttons
G06	28-30	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Zoom Teams • Conference line • Conference calling through Cresten panel • Video Monitor • Video projector • 4 ClickShare buttons • 8 tabletop microphones • 2 Meeting Owl Pros
Law Library	10-12	Susan Larson	651-297-7651	
2nd Floor				
Conference Room 220	16	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Conference calling through Polycon phone • Hearing loop system • Video monitor • 4 ClickShare buttons

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Conference Room 225	20	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Conference calling through Polycon phone • Hearing loop system • Video monitor • 4 ClickShare buttons
Conference Room 230	40-50	Receptionist	651-297-7650	<ul style="list-style-type: none"> • Zoom Teams • Conference line • Conference calling through Cresten panel • Hearing loop system • 14 Tabletop electric outlets • Video projector • 4 ClickShare buttons • 22 tabletop microphones • Handheld microphone with stand • Lapel microphone • Podium with attached microphone

Met Council

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Chambers	218	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1379 • Video conferencing • Computer
LLA	88	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1643 • Video conferencing • Computer
LLB	40	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1649 • Computer
LLC	15	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1665 • Computer
1A	88	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1298 • Video conferencing • Computer
1B	20	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1291 • Video conferencing • Computer
1C	11	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1496 • Computer
1D	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Computer
1E	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Computer
1F	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Computer
1G	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Computer
1J	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Computer

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
1K	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1698 • Computer
2A	12	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1564 • Computer
2B	12	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1563 • Video conferencing • Computer
2C	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1569 • Computer
2D	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1570 • Computer
2E	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1571
2F	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1577
2G	10	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1597 • Video conferencing • Computer
2H	4	Receptionist	651-602-1000	
2J	4	Receptionist	651-602-1000	
3A	12	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1223 • Computer
3B	12	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1224 • Video Conferencing • Computer
3C	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1225
3D	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1226
4A	12	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1245, Computer
4B	12	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1246, Video Conferencing, Computer
4D	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1126
4E	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1309
5A	12	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1235, Computer
5B	12	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1236, Video Conferencing, Computer
5C	10	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1793, Computer
5E	4	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1339
Diaz	8	Receptionist	651-602-1000	<ul style="list-style-type: none"> • Ext #1973, Video Conferencing

Minnesota Historical Society

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Irvine Room (\$240 minimum)	5-40	Special Events Office	651-259-3030/ 651-259-3033/ 651-259-3031	
3M – Auditorium (\$800 minimum)	75-340	Special Events Office	651-259-3030 651-259-3033/ 651-259-3031	

Natural Resources

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Lower Level	15-20	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 2 large monitors • Webcam • Ceiling microphones
1st Floor				
Joe Alexander	10-12	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 2 large monitors • Tabletop camera/audio • Laptop connection available
Lobby	12-18	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 3 large monitors • Webcam • Ceiling microphones • Laptop connection available
2nd Floor				
Main	10-15	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 2 large monitors • Webcam • Ceiling microphones • Laptop connection available
3rd Floor				
Main	8-10	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 1 large monitor • Webcam • Ceiling • Microphones • Laptop connection available
SE	3-5	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 2 large monitors, webcam • Ceiling microphones • Set up for online meetings • Laptop connection available
4th Floor				
Main	10-15	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 2 large monitors • Webcam • Ceiling microphones • Laptop connection available
5th Floor				
Main	10-15	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 2 large monitors, • Webcam • Ceiling microphones • Laptop connection available
6th Floor				
C6_East	10-15	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 1 large monitor/projector • Webcam

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
				<ul style="list-style-type: none"> • Ceiling microphones • Set up for online meetings
C6_West	15-25	Anthony Todate	651-259-5478	<ul style="list-style-type: none"> • 2 large monitors • Webcam • Tabletop audio/microphones

Revenue

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Skjegstad Room 2000	114 (at tables) 140 (chairs)	Facilities Management	651-556-5555	<ul style="list-style-type: none"> • Overhead projector • Microphones

*Cannot reserve more than 60 days ahead of time.

Senate Building

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Hearing Room 1100	24 around table 150 audience	Scheduling Center	651-296-0866	• Screens
Hearing Room 1150	24 around table 150 audience	Scheduling Center	651-296-0866	• Screens
Hearing Room 1200	24 around table 150 audience	Scheduling Center	651-296-0866	• Screens
Hearing Room 2412	24 around table 150 audience	Scheduling Center	651-296-0866	• TV, no hookup
Room 2308	24 around table 150 audience	Scheduling Center	651-296-0866	• TV, no hookup
Room 3414	24 around table 150 audience	Scheduling Center	651-296-0866	• No technology

*Hearing rooms not available during session.

State Capitol Building

Please visit the link below to schedule a conference room in the Capitol Building:

<http://mn.gov/admin/citizen/public-events/capspacereservations.jsp>

If you have questions or need help with reservations email fmd.inquiry@state.mn.us or call 651-201-2300.

Note: 3rd floor conference rooms are subject to bumping with little or no notice during legislative session. Alternate meeting locations may not be available.

State Office Building – *Closed for Renovations*

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Basement Hearing Room				
Basement	279	Benjamin Brinks	651-296-1927	<ul style="list-style-type: none"> • Microphones • Seating for additional 34
Ground Floor Hearing Rooms				
5	208	Benjamin Brinks	651-296-1927	
10	217	Benjamin Brinks	651-296-1927	<ul style="list-style-type: none"> • Microphones • Seating for additional 32
2nd Floor Hearing Rooms				
200	215	Benjamin Brinks	651-296-1927	<ul style="list-style-type: none"> • Microphones • Seating for additional 42
3rd Floor Hearing Rooms				
300 North	93	Benjamin Brinks	651-296-1927	
300 South	92	Benjamin Brinks	651-296-1927	<ul style="list-style-type: none"> • Microphones • Seating for additional 22
4th Floor Hearing Rooms				
400 North	56	Benjamin Brinks	651-296-1927	
400 South	42	Benjamin Brinks	651-296-1927	<ul style="list-style-type: none"> • Microphones • Seating for additional 23
5th Floor Hearing Rooms				
500 North	93	Benjamin Brinks	651-296-1927	<ul style="list-style-type: none"> • Microphones • Seating for additional 23
500 South	97	Benjamin Brinks	651-296-1927	<ul style="list-style-type: none"> • Microphones • Seating for additional 27

*Projection screens and recording equipment in all hearing rooms.

Transportation – Administration Building

Location/Name	Capacity	Contact Name	Contact Phone #	Technology

Veteran Service Building

Location/Name	Capacity	Contact Name	Contact Phone #	Technology
Vets B	50	Facilities Management, Dept. Admin	651-201-2300	<ul style="list-style-type: none"> • Overhead projector with screen • Whiteboard • Lectern with microphone